



Cameley Church of England VC Primary School

Nurturing Faith, Inspiring and Learning

"Let the words of Christ in all their richness live in your hearts and make you wise"
- Colossians 3:16



Guidance for Using Video Conferencing e.g. Zoom with Young People

Overview

The same level of safeguarding consideration applies online as it does face-to-face. If at any point a tutor is unsure refer to a Designated Safeguarding Officer for guidance (Hannah Maggs, Clare Gardner & Alice Sheppard)

Professional Boundaries

Cameley Primary School emphasises to young people and parents/carers that Zoom will only be used for delivering scheduled lessons with prior agreement and not for any other contact.

All Zoom calls will be set up by a member of Cameley Primary School and an invitation sent out to the family ahead of the session.

All staff interacting with the family must dress appropriately, as you would for a face-to-face session.

Set up your laptop in a room with a neutral background and be aware of what can be seen in the wider frame. Encourage the family to do the same.

All sessions will be attended by a second staff member who will act as a ratio for the duration of the session - they will also be invited to the meeting (as is the case in face to face sessions).

The ratio staff will record the session by pressing the 'record button' on the bottom of the screen and save this file to the staff shared drive (@ Whole School Organisation/2019-20/School closure/Zoom meeting recording) but ensure that no other copy is kept. This is for transparency, reflective practice and adds an extra level of safeguarding and we will make parents/carers aware that we are doing this.

Dealing with safeguarding concerns raised online

If the session is 1:1 then the same procedures for recording and reporting any safeguarding concerns applies as it would with face-to-face disclosures. Reference Cameley Primary School Child Protection and Safeguarding Policy for details. If unsure please speak to a Designated Safeguarding Lead. Always use your judgement to decide whether the call should be terminated.



DIRECTOR of PUBLIC HEALTH AWARD



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Chief Executive Officer: Mr David Gregory BSc Hons, MEd,
The Bath and Mendip Partnership Trust is a charitable company limited by guarantee registered in England and Wales under No. 7728112 Registered Office: Lonafellow Road, Radstock, BA3 3AL



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Anything else of concern

If you hear or witness something in the house of a young person that concerns you then follow the same guiding principles you would in face-to-face work. If you think someone is in immediate danger, contact emergency services immediately. If you are concerned but not in an immediate sense then raise this with the Designated Safeguarding Lead for guidance.

Reminders for families

During the first session, write a Family Agreement and include things such as, treat everyone with respect, listen well etc. Refer to this at the start of each session.

Encourage young people to dress and behave appropriately, as you would in face-to-face sessions.

If someone on the call is dressed inappropriately either ask them to leave the call and return in more suitable clothing or terminate the call if they will not. Communicate the reason afterwards and raise this with the Safeguarding Lead for guidance.

If a young person exhibits excessive challenging behavior, follow the principles you would in a face-to-face session and give them a reasonable warning before asking them to leave the call. If they will not leave, remove them from the call, communicate the reason afterwards and if necessary raise this with the Safeguarding Lead for guidance. Consider if a video chat requires a change in your approach and reflect on this as a team.

Remind the family at the beginning of the session that the session is being recorded and other members in household may be able to hear what is being said by all.

Technical & practical guidelines

You need to create a Zoom account (sign up) and download the app Zoom - zoom.us in order to be able to join the meetings.

Zoom training is available under the support section as per the link below:

<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

Zoom privacy policy can be read here:

<https://zoom.us/privacy>

Ensure the device you are using to deliver the session has a webcam and working audio. You can



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test this through your account on the website.

Ahead of delivering a session have a test Zoom call with team members to check that everything works. This will allow any issues to be resolved.

Source: Pie Factory "Guidance for Using Zoom with Young People"

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Policy Lead	Hannah Maggs



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